APB 2017-013

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SIGMA TRAVEL AND EMPLOYEMENT EXPENSE REIMBURSEMENT

APB 2017-013 10-1-2017

EFFECTIVE

October 1, 2017.

Subject(s)

APA 230, Travel and Employee Expense Reimbursement

Travel expenses will be submitted via TTELL - ESS, Time, Expense, Leave & Labor, Employee Self Service where all employee reimbursements must be processed.

- Policy updated to remove all Mi Time & Expense References.
- City added as a requirement to meal receipts.
- Clarification for requirements for overnight lodging.
- Added that receipts should be attached in TELL-ESS when able.
- Out of State Approval process updated.

Reason: SIGMA changes. DCDS/MiTES is being replaced with Time, Expense, Leave & Labor (TELL) - Employee Self Service (ESS)

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SIGMA TRAVEL AND EMPLOYEMENT EXPENSE REIMBURSEMENT

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10-1-2017

MANUAL MAINTENANCE INSTRUCTIONS

Changed Items ...

APA 230

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